



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

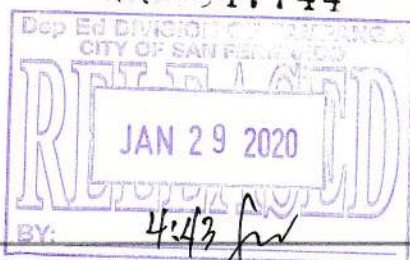
January 23, 2020

DIVISION MEMORANDUM
NO. 62, s. 2020

**ISSUANCE OF SPECIAL ORDER FOR CHANGE ON
NAME/STATUS DUE TO MARRIAGE**

TO : Assistant Schools Division Superintendents
CID and SGOD Chiefs, Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. To further strengthen the Division's delivery of basic services, the issuance of special orders on change of name/status currently handled by the Legal Unit shall be transferred to the Administrative Office, effective immediately.
2. Anent to the foregoing, the requirements and procedures in the issuance of special order on change of name/status shall be as follows:
 - a. Requirements
 - i. Affidavit of Change of Name/Status
 - ii. Marriage Contract (PSA - Photocopy)
 - iii. Indorsement Letter from the School Head
 - b. Additional Requirements if filing thru Authorized Representative
 - i. Valid ID of Representative
 - ii. Valid ID of Employee
 - iii. Authorization Letter (original copy)
 - c. Procedures
 - i. Fill-up name/status change request form
 - ii. Submit duly accomplished request form with complete supporting documents to the Division Office through the Records Unit.
 - iii. Special Order for change of name/status will be released to the concerned school 2-3 working days upon receipt of request.
3. Immediate and wide dissemination of this memorandum is desired.



[Signature]
ZENIA G. MOSTOLES Ed D, CESO V
Schools Division Superintendent

60/AS/20





Republic of the Philippines
Department of Education

Region III

SCHOOLS DIVISION OF PAMPANGA
(DISTRICT)

NAME OF ELEMENTARY/SECONDARY SCHOOL
ADDRESS, PAMPANGA

1st Endorsement

Date

Respectfully forwarded to the Schools Division Superintendent, DepEd Division of Pampanga, City of San Fernando, Pampanga, the herein request for change of name/status of Ms./Mr. Name of Teacher, Position, Name of School, in view of his/her marriage as per attached supporting documents, recommending favorable action.

Signature Over Printed Name
(School Head/Principal)

Encl.:

As stated.



Address: Cabambangan, Bacolor, Pampanga
Telephone No.:
Email Address:

Insert Footer:

- School Seal - 0.76 inch
- Office Details (name of school, address, contact numbers, and email address - Calibri (Body), 10 point size



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NAME /MARITAL STATUS CHANGE REQUEST FORM

IMPORTANT INFORMATION

Use this form to request the Division of Pampanga to change your name/status due to marriage on official records. Use the prescribed forms on change of name/status for Pag-Ibig, PhilHealth, and BIR official records. THIS FORM MAY BE REPRODUCED AND IS NOT FOR SALE.

School Name: _____

District/Cluster: _____ Position: _____

Contact No.: _____ Business Partner Number: _____

Check all that apply: School Head Teacher Non-Teaching Permanent Provisional

Please change my name/status as follows:

	Last Name	First Name	Name Ext.	Middle Name
FROM				
TO				

STATUS: From Married Single Widowed To Married Single Widowed

DOCUMENTS MUST BE PRESENTED TO INITIATE A NAME OR MARITAL STATUS CHANGE

- ____ (1) Affidavit of Change of Name/Status
 ____ (1) Marriage Contract (PSA - Photocopy)
 ____ (1) Indorsement Letter from the immediate supervisor

If filing thru Authorized Representative, please submit the following:

- (1) valid ID of Representative
- (1) valid ID of Employee
- (1) Authorization Letter (original copy)

NOTE:
 ALL REQUIREMENTS MUST BE IN TWO COPIES
 AND CERTIFIED TRUE COPY IN CASE ORIGINAL DOCUMENTS ARE NOT AVAILABLE

To be filled up by the SDO Personnel:

Remarks: <input type="checkbox"/> The above requirements marked "X" must be accomplished and/or submitted as soon as possible to enable this office to process the request. <input type="checkbox"/> Completed with all the above requirements. <input type="checkbox"/> Others:	Processed By:	Date Processed:

